

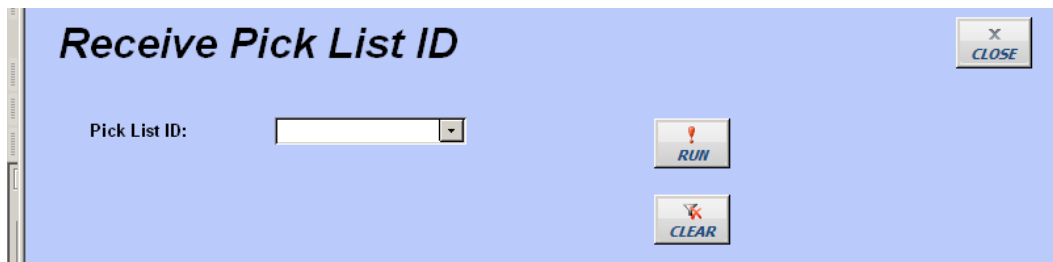
EV LAB Receiving Pick List / Evidence Returned from the Lab

A. SCOPE

A.1 Division staff members return evidence items after examination to the Evidence section through a Return Pick List. This Return Pick list is then received by the Evidence Technician.

B. PROCEDURES

B.1 Upon receipt of the evidence, select *Receive Pick List* from the *Evidence Main Menu*.



B.2 From the drop down screen select the *Pick List ID* number that matches the number on the pick list provided by the Division staff member.

B.3 Click on the *RUN* icon.

B.4 Verify the evidence you received with the items on the pick list.

B.5 Enter your four digit pin number in the *Received By* field.

B.6 Select the *Close* icon.

B.7 Sign the chain of custody.

B.8 Check the item for a return/maintain sticker. Also check the Laboratory Examination Request Form to see if the item has pending lab work to be done e.g. #2...without initials on the form.

B.8.1 If the item has more testing to be done place the item in a lab location.

B.8.2 If all examinations have been completed select the proper location for the evidence as described below then proceed with step B.9.

B.8.2.1 For WCSO evidence find a new shelf location in the WCSO general evidence areas.

B.8.2.2 WCSO drugs go in the Drug Locker / Vault.

B.8.2.3 For all agencies except WCSO place in the bins to Hold For P/U.

B.8.2.4 For local outside agencies contact them by phone to request they pick up the evidence and place it in Hold For P/U.

B.9 Select *Move Property* from the *Evidence Main Menu*.

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Move Property

Custody Date: 4/9/2014 1:32:37 PM

Released By:

To Location:

Comments:

☐ Person To Person

☒ Person To Location

☐ Location To Person

Barcode

Control Number

- B.10 Select the *Person to Location* option.
- B.11 Enter your 4 digit pin number in release by field.
- B.12 Enter the shelf you will place the item on in the *To Location* field
- B.13 Scan the barcode in the *Barcode* box.
 - B.13.1.1 Write the new shelf location on the top right corner of the Chain of Custody or the Laboratory Examination Request Form.
- B.14 Select the *Close* icon.
- B.15 For Outside Agency releases follow the procedures in [Outside Agency Evidence Release](#).

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